



J. TYLER McCAULEY  
AUDITOR-CONTROLLER

## COUNTY OF LOS ANGELES DEPARTMENT OF AUDITOR-CONTROLLER

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June 10, 2004

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *tm*  
Auditor-Controller

SUBJECT: **eCAPS Project Status Report – June, 2004**

On April 6, 2004, your Board approved a contract with CGI/AMS (formerly American Management Systems Inc. (AMS)) to allow the Auditor-Controller to upgrade the County's primary financial system, the County-wide Accounting and Purchasing System (CAPS). The project is called eCAPS. This is a focused deliverable-based effort on an aggressive timetable to go live with the upgraded application on July 1, 2005.

This is the first of the requested bi-monthly project status reports to keep your Board apprised of progress in meeting deliverables and issues that may affect the successful implementation of this enterprise application. The Chief Information Office (CIO) is providing project oversight and quality assurance during the project. They have provided input into this report.

### Project Status

<b>Project On Schedule:</b>	Yes
<b>Project Within Budget:</b>	Yes
<b>Issues Requiring Attention:</b>	None
<b>CIO Oversight Concerns:</b>	None

The eCAPS Project has gotten off to a good start with considerable participation and interest by County departments. At this time the eCAPS Project is on schedule and no issues identified will delay the July 2005 implementation date.

**Project Accomplishments This Period**

The County staff began work on the project immediately upon Board approval and the CGI-AMS Team began coming on site April 12<sup>th</sup>. Project accomplishments include:

- Formed full-time eCAPS Project Team comprised of 23 County staff from the Auditor-Controller, ISD/ITS, CAO, Sheriff and DPW.
- Completed the Project Control Document, which establishes the standards, procedures and protocols the project team will follow for the life of the project.
- Conducted a week of eCAPS Project Team training on the basic functionality of the applications. More detailed sessions are being conducted with the functional teams on an as needed basis.
- Conducted an eCAPS Project kick-off meeting on April 28<sup>th</sup> with approximately 120 staff from County departments attending the presentation. Also provided several presentations on the scope and impact of the project at the Department Head, Management Council, Information Systems Commission and Performance Counts! meetings.
- Launched eCAPS Project intranet site (<http://ecapsweb.co.la.ca.us>) and developed a newsletter (see attached) to support status reporting and outreach. Also established a network of Department Liaisons to coordinate communications between the eCAPS Project and their respective departments.
- Conducted initial development meetings to develop in Chart of Accounts (COA) and budget control structure models with Auditor-Controller, CAO, and key County departments. This included meetings with DHS to discuss options for establishing a COA that meets both County and DHS OSHPD reporting requirements.
- Prepared for the prototyping sessions that will begin in June. This included installing Advantage 3.3 software on the prototyping servers and meeting with Department Subject Matter Experts (SME) to develop business scenarios and scripts in preparation for prototyping sessions.
- Held weekly Project Management meetings and the first monthly meeting of the Advisory Committee consisting of the Auditor-Controller, CAO Chief Deputy, CIO, ISD Interim Director and CGI-AMS Representative.

**Planned Activities for Next Reporting Period**

The eCAPS Project Team's main focus for the next two-month period is to continue conducting the Design Phase of the project plan. Activities include:

- Conducting prototyping sessions, with County department SMEs' involvement, to validate the County's business requirements and design the functional applications to meet both the County's enterprise and departmental needs.
- Completing the COA and budget control structure models for use in eCAPS and development of the FY 2005 – 06 Budget.
- Completing the Technical Specifications Documents to determine the sizing of the hardware for project development and implementation.
- Initiating the purchasing process to acquire the hardware for project development and implementation.

- Conducting the first meeting of the eCAPS Departmental Management Committee to discuss project issues impacting department operations.
- Working with the Performance Counts! Project staff to coordinate their needs for program tracking and monitoring with the eCAPS COA development.
- Conducting monthly meetings of the eCAPS Advisory Committee.

### **Project Issues and Corrective Actions**

No issues at this time. However, an item that will be monitored closely is the integration of Cognos business intelligence (BI) reporting software with eCAPS. The project is acquiring these reporting tools from an enterprise agreement, which was negotiated and executed with Cognos Corporation (Cognos) on May 28, 2004. Although Cognos software has not been utilized as a reporting tool against the latest version of CGI-AMS InfoAdvantage (reporting database), the agreement with Cognos includes specialized professional services to address set-up and implementation of the products.

The Cognos agreement establishes standard reporting tools for the County and addresses a critical component of the eCAPS implementation. The eCAPS Project Team and the CIO will be working closely with Cognos and CGI-AMS to ensure the successful integration of the BI software and to mitigate any issues impacting system functionality and project timelines.

### **CIO Oversight Concerns and Recommendations**

None.

JTM:rad

Attachment (Newsletter)

c: Chief Administrative Officer  
eCAPS Advisory Committee  
Information Systems Commission  
County Counsel

Reviewed by:

  
**Jon W. Fullinwider**  
Chief Information Officer